

Authorization to Pick-Up Paychecks

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact payroll@tamu.edu or (979) 845-2711.

INSTRUCTIONS This form authorizes representatives to receive paychecks of employees of the department listed on the form for internal distribution. Please be aware of the following:

1. Employee paychecks will be released to departments beginning at 9:00 a.m. on each designated pay date (see Payroll schedules at <http://payroll.tamu.edu/calendar.asp>). Paychecks are distributed in Payroll Services, 1st floor of the General Services Complex, Suite 1201. Further distribution of paychecks to employees, including students, will be the responsibility of the department receiving the checks.
2. The individual designated to receive payroll checks must present a valid driver's license or TAMU I.D. and have in his or her possession the **completed AUTHORIZATION TO PICK- UP PAYCHECKS form**.
3. **The authorizing signature must be a department head or authorized representative with signature card authority.**
4. Distribution of pay checks is the responsibility of the department for 14 days. After that time, any checks not delivered to the employees must be returned to Payroll Services with a letter explaining the reason for non-delivery.

AUTHORIZATION INFORMATION

Department Name		Pay Seq
Employee Name		Pay Date
<input type="checkbox"/> BIWEEKLY paychecks for pay period #	<input type="checkbox"/> OR, MONTHLY pay checks for the month of	

I hereby authorize the above employee to receive the above department's paychecks for the specified time.

Authorizing Signature

Date

SUBMIT FORM TO:
Payroll Services
MS 1261
Fax (979) 845-4134

NEED HELP?
Payroll Services
Phone (979) 845-2711
payroll@tamu.edu

